

## MUBS IT ACADEMY | MS Excel 2010/2013



### Overview

This course will introduce students to the Microsoft Excel application version 2010 or 2013. Students learn how to enter and edit data, labels and formulas, work with functions, format cells, and print worksheets and create charts.

### Learning Objectives

- . Start Microsoft Excel and identify the components of the Excel interface and create a blank workbook;
- . Enter and edit text and values; enter formulas and examine the order of operations; save and update a workbook;
- . Move and copy data; move and copy formulas; use AutoFill to copy formulas; use Paste Link; view formulas
- . Use the SUM function, AutoSum, and the AVERAGE, MIN, MAX, COUNT, and COUNTA functions to perform calculations in a worksheet.
- . Format text, cells, rows, and columns; merge cells; apply color and borders;
- . Create, format, modify and print charts based on worksheet data;
- . Insert and modify a picture;
- . Check spelling; find and replace text and data; preview and print a worksheet; set page orientation and margins; create and format headers and footers; and print gridlines.

**Course Level:** Beginner

**Course Duration:** 7-hour

**Course Format:** Instructor-led course

**Target Audience:** This course is open to office personnel and individuals interested in using Microsoft Word

**Prerequisite:** Working knowledge using personal computers and Microsoft Windows

Course offering  
Weekly

Date  
Call for details

Location  
Jal El-Dib, Hamra, Damour,  
Aley & SemQanieh

Class Participants  
8-15

Student materials  
Included

Cost  
150.00 USD per person /level

affiliated with:



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